

BENCHMARK JOB DESCRIPTION

1. JOB INFORMATION SUMMARY

Name of jobholder: :

Job title : Child and Youth Care Team Leader

Core code :

Post level and salary code :

Occupational class code :

Name of component :

Location : Care facility(residential/secure care)

Posts reports to : Supervisor

Date of appointment :

2. JOB PURPOSE

To render care and developmental life space work of a routine nature to children and youth in need of care/in conflict with the law.

3. KEY PERFORMANCE AREAS

- (a) Serve as a team leader for Child and Youth Care Workers during a shift.
 - (i) Oversee the admission and related activities of children and youth to the care facility.
 - (ii) Oversee the access of children/youth to medical services.
 - (iii) Oversee the implementation of planned activities, developmental and therapeutic programmes.
 - (iv) Oversee basic life space work.
- (b) Undertake inspections during a shift and report on incidents and problems identified.
- (c) Perform administrative work relevant to the job.
 - (i) Oversee the completion of daily registers e.g. log books, medication registers, incident reports etc.
 - (ii) Ensure that attendance registers are signed and kept up to date.
 - (iii) Perform all the clerical functions required by the job.

(d) Assist with the care of children as the need arises.

4. **INHERENT REQUIREMENTS OF THE JOB**

Knowledge	Developmental programmes Clerical/Administrative procedures Knowledge of the rules and procedures of the care centre.
Skills	Communication Ability to intervene and resolve conflict Problem-solving Planning and organising
Personal attributes	Understanding Non-judgemental Respectful Unconditional Caring Assertive Tolerant Commitment Creative Professional ethics Professional norms and standards Ability to work with children in conflict with the law.
Learning Field	Life skills training FET Level 4 Experience in residential care

5. **APPOINTMENT REQUIREMENTS**

a) **Qualifications**

An appropriate NQF level (grade 12) or relevant equivalent qualification.

b) **Experience**

A minimum of 7 years appropriate experience in Child and Youth Care work after obtaining the required qualification.

6. **CAREER PATHING**

a) **To higher grade**

Compliance with the requirement of higher grade.

b) **To higher post**

Compliance with the requirements of higher post.

7. **AMENDMENTS TO JOB DESCRIPTION**

The Head of Department or his/her nominee reserves the right to make changes and alterations to this job description, as he/she may deem reasonable, after due consultation with the post holder.

8. **PERFORMANCE AGREEMENT**

The Performance Agreement of the post holder, which contains a workplan and specific target dates, should be read as an extension of this job description. The performance agreement may also contain an annexure outlining any standard operating procedures that the post holder should adhere to during the execution of his/her key performance areas.

9. **JOB DESCRIPTION AGREEMENT**

SIGNATURE OF POST HOLDER

SIGNATURE OF MANAGER

DATE:

DATE: